

TXMAS Frequently Asked Questions

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TXMAS FAQ

PURCHASERS

Who is eligible to utilize TXMAS contracts to purchase products and services?

Texas state agencies and public universities, and Texas SmartBuy (TSB) Members use TXMAS contracts for their best value procurement needs. The [state agency](#) and [TSB Members](#) lists are updated daily. Prior to purchasing products and services from a TXMAS contract, eligible buyers should first follow applicable statutes for purchasing from TCI, WorkQuest and Statewide Procurement Division (SPD) term contracts. Reference the Procurement Method Determination section of the [State of Texas Procurement and Contract Management Guide \(PCMG\)](#).

How do I purchase items from TXMAS contracts?

Purchase orders are created and processed through TSB. TXMAS contract items are available on the website, where purchasers can search for items to add to an online shopping cart that leads to the issuance of a purchase order. TXMAS contract items must be ordered through TSB unless the TXMAS contract allows for offline sales (sales not placed through TSB, but directly with the Contractor). The Contract Details page for each TXMAS contract identifies if a TXMAS contract is authorized offline sales.

How can I purchase TXMAS contract items currently not listed on TSB?

A TXMAS contractor would need to update its TSB catalog to include the items you are seeking, so long as they are included in their base contract. Some non-contract items may be purchased as an open market, incidental item; please reference the Approved Products/Services section on the TXMAS contract's Contract Details page located in TSB for further detail. Download the TXMAS Quote Processing Instructions from the [TSB Help Page](#). Alternatively, you can encourage a contractor that supplies the products or services to submit an offer packet to apply for a TXMAS contract.

Where can I find a current list of TXMAS contracts?

Search or browse a list of TXMAS contract through the [TSB webpage](#). Under the "Browse" tab option, filter by TXMAS.

How do I become a Texas SmartBuy Member?

Find out if your organization qualifies to join the Texas SmartBuy Membership Program on the [Comptroller's website](#) and apply for membership.

What if I have other questions or need additional help?

Visit the [Texas SmartBuy Help page](#) for further assistance and contact information.

CONTRACTORS:

Who is eligible for a TXMAS contract?

Current TXMAS contract qualifying criteria and Offer Packet documents are posted on the [Comptroller's website](#).

How do TXMAS contractors request contract changes, modifications such as price adjustments, and renewals?

A detailed request with all the base contract supporting documentation, (e.g. base contract renewal/extension, updated price list, etc.), should be sent to the TXMAS contract manager including the email address txmas@cpa.texas.gov.

How are "dealers" added to TXMAS contracts?

When applying for a TXMAS contract the contractor will select Yes for the first question listed under the Optional Documents section.

If the contractor has an existing TXMAS contract they will request dealer documents from their TXMAS contract manager as well as including email address txmas@cpa.texas.gov.

What documentation is needed in order to submit a TXMAS Offer Packet?

A list of required documents can be found on the TXMAS Offer Packet Application Checklist which is located on the [Comptroller's website](#). They are also listed below for convenience.

Required documents:

- Signed TXMAS Offer Packet Checklist
- Texas SmartBuy Catalog using the current template posted on the [Comptroller's website](#).
- Base Contract Documentation
 - Original Signed Award Notice
 - Renewal/Extension Documents (if applicable)
 - Amendments/Modifications (if applicable)
 - Original Solicitation
 - Original Response to Solicitation
 - Terms and Conditions (as well as any documents incorporated in in the base contract)
 - Approved Price List
 - Company Sales for the last 12 months

Optional documents include:

- Texas Nexus Questionnaire
- Dealer Documentation
 - Authorization of Dealer Letter
 - Dealer Acceptance Letter

What is a “base contract?”

TXMAS adapts existing contracts to fit the needs of the state of Texas. A base contract is (1) awarded by the federal government or other governmental entity, (2) awarded using a competitive process, and (3) adaptable to the laws of the state of Texas. GSA contracts make up the vast majority of base contracts for TXMAS contracts. TXMAS contractors are authorized to charge up to 1.5228% more than their base contract price.

What is a “base solicitation?”

The original solicitation from the governmental entity outlining the requirements or scope of work based on the needs of the soliciting entity. Some examples of a solicitation are, Request for Proposals (RFP), Request for Offer (RFO), Invitation for Bid (IFB), etc.

What is a “base response?”

A response is the proposal that the contractor submitted in response to a solicitation. It includes the answers/responses to the various questions outlined in the Solicitation.

What is a “base contract award?”

The awarded document provided by the soliciting party in reference to the response to the base solicitation. This should include any renewals and extensions showing the current contract term, and/or any other documents that were incorporated into the contract.

What is the Texas franchise tax?

Vendors must be registered to do business in Texas before a contract can be awarded. Find out more about the Texas franchise tax on the [Comptroller’s website](#).

What if I have other questions or need additional help?

Contact txmasoffer@cpa.texas.gov or visit the [Comptroller’s Purchasing website](#) for additional contact information.